

2014

Educator License Renewal Instructions

Deadline for Renewals is June 30, 2014

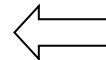
Renewals must be postmarked no later than June 30, 2014. Renewals postmarked after June 30, 2014 **will be returned.** Your license will lapse and you will no longer be licensed to teach in Vermont.

Any educator who does not renew on time, but wishes to be licensed, will be required to reinstate his/her license and will incur additional fees.

There is no grace period. June 30, 2014 is the deadline.

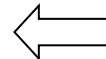
PLEASE RENEW ON TIME!

If mailed on or before March 5, 2014 please mail to:



Vermont Agency of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620

If mailed after March 7, 2014 please mail to:



Vermont Agency of Education
Office of Licensing and Professional Standards
219 North Main Street
Suite 402
Barre, VT 05641

Telephone:

(802) 828-2445

The Agency of Education is moving to its new location in Barre, March 8, 2014.

The Educator Licensing phone number will change when the Agency moves.
A message informing callers of our new phone will be left on the 828-2445 line until July 1, 2014.



Renewal Instructions

Dear Educator:

Our records show that your Vermont educator's license will expire on June 30, 2014. We have prepared this information packet to help you through the renewal process. Understand 2014 Educator Renewal applications can be completed using the Vermont Online Licensing system for Educators called ALiS. To register and complete your application in ALiS, please go to <http://alis.education.vermont.gov>

Reading these instructions will help ensure swift and accurate processing. In 2013, many changes took place regarding educator licensing. Please read the instructions carefully.

Please keep this packet. We will refer to it if you contact us with questions.

Resources: The following resources were update in 2013.

The Relicensing Process for Vermont Educators. The relicensing process for Vermont educators was revised and approved by the VSBPE in February, 2013. This document guides educators through the Level I and II renewal processes including development of the Individual Professional Learning Plan (IPLP). It is located online at:

http://education.vermont.gov/documents/educators_handbook_06_rev_0306.pdf

Rules Governing the Licensing of Educators. These rules were updated and approved in August, 2013. http://education.vermont.gov/new/html/licensing/regulations_endorsements.html

A Vision for Teaching, Leading and Learning: Core Teaching and Leadership Standards for Vermont Educators. The Five Standards for Vermont Educators were replaced by the Core Teaching and Leadership Standards in January, 2013. This document is located online at:

http://education.vermont.gov/documents/EDU-Licensing_Vision_for_Teaching_Leading_and_Learning.pdf

Misrepresentation or willful omission of information on any renewal form may result in denial of renewal and/or disciplinary action against your educator license.

Thank you for your cooperation in making this a smooth renewal process.

Renewal Process A (Renewing through an L/RSB)

If you are a teacher, administrator or support personnel (counselor, nurse, etc.) in a school served by an L/RSB you must submit your renewal materials to the L/RSB. If you are not sure whether your school is served by an L/RSB, see *Local/Regional Standard Boards* under Useful Links.

If you are on sabbatical or official leave, you must renew through your L/RSB.

If you are a teacher, administrator or support personnel (counselor, nurse, etc.) in a private school or organization that is in partnership with, or is contracted to provide services (early education, special education, etc.) by a supervisory union or school served by an L/RSB; you must submit your renewal materials to the L/RSB.

If you are changing to, or renewing, a Retired Educator license and working in a school/district, you must submit your renewal materials to the L/RSB.

If you are a paraeducator or long-term substitute, check to see if the L/RSB in your district will work with you. If they will, you must go through them. If not, you will renew through the Licensing Office.

If you are an administrator more than 50% of the time, you must renew through your Regional Standards Board.

If you are an administrator less than 50% of the time (e.g. teacher 70%, principal 30%) you must renew through your Local Standards Board.

If you do not meet any of the above criteria, you will renew through the Educator Licensing Office (Process

Keep in contact with your L/RSB throughout your licensure cycle to ensure that you understand all renewal requirements.

Have professional development pre-approved by your L/RSB. (You are not required to do this, but it can avoid last minute questions about the validity of an activity.)

Submit required renewal materials to your L/RSB by their deadline, no later than **March 1st**.

Make any necessary additions or adjustments for approval by your L/RSB.

L/RSBs do not meet in the summer. If you miss your L/RSB's deadline you cannot renew through the licensing office. Your license will **LAPSE** and you will not be licensed to teach in Vermont until you reinstate. If your license does lapse, you will not be eligible for a Provisional License.

After your L/RSB has signed your renewal form, submit only the following to the Vermont Agency of Education

- ✓ Signed Renewal Form (must be original and signed by both your L/RSB and you).
- ✓ Disclosure Form
- ✓ Mandatory Good Standing Declarations form (*pink*)
- ✓ Registry Form (*yellow*)
- ✓ Check for fee (see Fee Schedule) made out to Vermont Agency of Education
- ✓ Drop Form (if applicable) (*blue*)
- ✓ RN License (for school nurse/associate school nurse endorsement)
- ✓ Copy of current First Aid and/or CPR-AED cards (School Nurse, Associate School Nurse, Health and Physical Educators)
- ✓ Criminal Record Check (CRC) materials, **if you received the CRC packet**
- ✓ Orange postcard – **stamped and self-addressed**

Renewal Process B (No L/RSB available)

If you do not work in a school served by an L/RSB (see Renewal Process A to determine whether you do), you can renew through the Licensing Office. Please refer to the *Relicensure Process for Vermont Educators* to guide you through the preparation of your materials. This document can be found at http://education.vermont.gov/documents/educators_handbook_06_rev_0306.pdf

Complete all sections of the renewal form through your signature and date.

Assemble documentation of your professional development (see Professional Development Requirements). **We only keep transcripts.** After the renewal is completed, all other documentation is shredded. Copies of certificates, etc. are acceptable for renewals. If you are renewing a Level II License, this will be part of your portfolio (see below). **You may request pre-approval of professional development** from the Licensing Office; however, pre-approvals for this relicensure cycle will not be given after March 31st.

Write your Individual Professional Learning Plan (IPLP) if you are moving to a Level II License (if you are renewing a Level II, it will be part of your portfolio). You must use the goals format described in the *Relicensure Process for Vermont Educators*. You need 3-4 goals with at least one goal aligning with each of your endorsements. If you are in an independent school, one goal must align with school initiatives/action plan.

Assemble your portfolio (renewing Level II only). (See Portfolio Checklist.) **We only keep transcripts** and your new IPLP. Copies of other professional development documentation are acceptable for renewal. If you want your portfolio returned to you, request this and include \$10. If you do not include a request for return and the \$10, your portfolio will be shredded when we have completed reviewing it.

If you are transitioning from a Level I to Level II License; have your principal, superintendent or school director complete a Transition Form (contact the Licensing Office if your administrator does not have this).

If you are moving from a Level II to a Retired License, contact the Licensing Office for the Retired Educator application.

Send the following to the Vermont Agency of Education (see Contact Information):

- ✓ Signed Renewal Form (must be original)
- ✓ Disclosure Form
- ✓ Mandatory Good Standing Declarations (*pink*)
- ✓ Registry Form (*yellow*)
- ✓ Check for fee (see Fee Schedule) made out to Vermont Agency of Education
- ✓ Documentation of Professional Development
- ✓ IPLP (Level II renewal or Level I transitioning to Level II)
- ✓ Portfolio (Level II renewal)
- ✓ Transition Form (if applicable)
- ✓ Drop Form (if applicable)
- ✓ RN License (school nurse/associate school nurse endorsement)
- ✓ Copy of current First Aid and/or CPR-AED cards (School Nurse, Associate School Nurse, Health and Physical Educators)
- ✓ Criminal Record Check (CRC) materials, if you received the CRC packet
- ✓ Orange postcard – **stamped and self-addressed**

Directions for Renewal Form

You must submit the **original form**; copies are not accepted.

Level & Endorsement Codes:

The level of your license(s) and code for your endorsement(s), along with the dates of issuance and expiration are listed in the upper left corner above your name. Endorsement(s) expiring in 2014 are marked with an asterisk. If you have multiple endorsements and are unsure which ones the code refers to, see *Endorsement Codes* in the Rules. http://education.vermont.gov/new/html/licensing/regulations_endorsements.html

Name, address, telephone number, email address:

If you have had a change in any of these, indicate the change in the box on the top right. Since email is often the most effective way to communicate, please make sure the licensing office has an **email address that you will check regularly** including **over the summer**.

Professional Development activities:

List all professional development that you have completed within the licensure cycle (July 1, 2011 – June 30, 2014 for Level I; July 1, 2007-June 30, 2014 for Level II). If you need more room, use a *Verification Worksheet* or list on another sheet of paper including all requested information. See *Professional Learning Requirements and Activities that Qualify for Professional Learning Credit* for more information.

Employment:

List all employment since your last renewal (original licensure, if this is your first renewal), whether or not you worked in a school. If you worked in a school, indicate the FTE for each subject taught (e.g. math .6, science .4), grade level, employment code and subject taught (indicate position held for administrator). If you were self-employed, a stay-at-home parent or unemployed, indicate that and complete the relevant sections.

Educator Signature: Please sign your renewal form using an ink pen. **Return the original renewal form;** keep a copy for your records.

Date: Please enter the date you completed your renewal application.

If you are renewing by Process A:

Submit the Renewal Form to your L/RSB and they will complete the next section. **If you work in a school/district served by an L/RSB, they must sign it. Applications not signed by your L/RSB will be returned.** As L/RSBs do not meet in the summer, you might not be able to have your form signed if it is returned to you. In that case, **your license would LAPSE** and you would not be licensed to teach in Vermont. You would have to reinstate your license, if you wanted to work in a Vermont public school. If your license does lapse, you **will not** be eligible for a Provisional License.

If you are renewing by Process B:

Submit the Renewal Form with your other materials and an Agency of Education licensing specialist will complete the next section.

Directions for Other Forms

Disclosure Form:

Complete all sections, sign and date. If you answered 'yes' to any question A-H, attach a separate sheet of paper explaining the dates, circumstances and disposition of the matter. If you have previously reported the incident(s), indicate when you did so. Do not give this to your L/RSB. **Send it directly to the Licensing Office** with your other renewal materials. **You must complete and submit this form.**

Mandatory "Good Standing" Declarations:

Complete all four sections, your social security number, date of birth, sign and date. You must complete all sections even if you do not have children, do not live or work in Vermont, have never been an employer or have never been to court. Do not give this to your L/RSB. **Send it directly to the Licensing Office** with your other renewal materials. **You must complete and submit this form.**

Consent for Release of Registry Information (Registry Form):

Complete and sign this form. Do not give this to your L/RSB. **Send it directly to the Licensing Office with your other renewal materials. You must complete and submit this form.**

Drop Endorsement Form:

Complete appropriate sections. If you are renewing by Process A, the L/RSB must sign it. Complete this form **only** if you want to drop one of multiple endorsements.

Transition Form:

If you are renewing by Process A, the appropriate administrator or your L/RSB should already have this form. If you are renewing by Process B and the administrator does not have this form, s/he or you should contact the Licensing Office to request it.

Orange Postcard:

Address this to yourself and stamp it. We will date stamp it and return it to you to confirm that we received your materials. **If you do not self-address and stamp it, we will not return it.** Please note that the return of the postcard indicates that we have received the packet you sent, not that it has been reviewed or is complete. Renewal applications are reviewed in the order in which they are received. When your application is reviewed, you may be asked for more information, documentation, etc.

Fee Schedule

Starting with the 2014 renewals, the renewal application requires two fees; a non-refundable \$40.00 processing fee and a renewal fee once your application is approved by the AOE. Fees are per license, not per endorsement. Renewal fees are based on the number of years the license is valid. There is a fee of \$40 to add an endorsement to an existing license. NOTE: The cost for renewing a Level I or Level II license has NOT changed, only changed is the manner in which fees are collected. Additionally, official licenses will no longer be sent automatically. If you would like an official copy of your license, please send a written request and a \$10.00 fee to the Licensing Office of the Vermont Agency of Education. ***Unofficial licenses can be printed free once you register in the Online Licensing System for Vermont Educators.***

Checks should be made out to Vermont Agency of Education.

Currently Have	Renewing As	Valid For	Application Fee	Renewal Fee
Level I	Level I	3 years	\$40	\$80
Level II	Level II	7 years	\$40	\$240
Level I & Level II	Level I & Level II	3 & 7 years respectively	\$40	\$360
Level II	Retired Educator	7 years	\$40	\$240
Retired	Retired	7 years	\$40	\$240
Level I	Level II (Educator does not have a current Level II)	7 years	\$40	\$240
Level I	Level II (Educator has a current Level II with other endorsements)	The number of years on the current Level II (a new Level II will be issued showing all endorsements)	\$40	
Level I (with some, but not all endorsements moving to a Level II)	Level I & Level II (moving endorsement(s) to existing Level II)	Level I – 3 years Level II – the number of years on the current Level II (a new Level II will be issued showing all endorsements)	\$40	\$120
Level I (with some, but not all endorsements moving to a Level II)	Level I & Level II (moving endorsement(s) to new Level II)	3 & 7 years respectively	\$40	\$360
Official License (By request)	Level I or Level II License			\$10/license

Professional Learning Requirements

Currently Have	Overall Hours Needed	Endorsement Specific Content Hours Needed	Within the Last
Level I	45 per endorsement	15 per endorsement	3 years
Level II	135 per endorsement	45 per endorsement	7 years
Retired	45 per endorsement	15 per endorsement	3 years

1 college credit = 15 hours

Endorsement specific hours are included in the overall hours.

Professional learning hours can overlap between endorsements. For example, a grammar workshop could be endorsement specific to both English and ESL; a technology course would be specific for design & technology and educational technology specialist (and possibly computer science) and general for other endorsements. However, not all hours will overlap. For example, an early childhood class could not be considered for any secondary endorsement.

If an endorsement has been held for less than a full licensure cycle, the professional development requirements would be pro-rated. For example, you held a Level I License with a science endorsement and in 2010 a math endorsement was added. The hours required for the math endorsement would be pro-rated. Contact your L/RSB or the licensing office for information on the number of hours you would need.

Professional learning is not limited to classes and workshops. See *Activities That Qualify for Professional Learning Credit* for more information.

Portfolio

All educators renewing as a Level II must complete a portfolio. Instructions can be found in *The Relicensing Process for Vermont Educators* at http://education.vermont.gov/documents/educators_handbook_06_rev_0306.pdf

Portfolio Checklist

- | | |
|--|---|
| 1. ____ Personal Information
____ Name
____ School
____ Current Teaching or
Administrative Position
____ Years pertaining to Portfolio | 7. ____ Documentation/evidence of
professional growth that shows
how the <i>Five Standards for
Vermont Educators</i> and IPDP
goals have been met |
| 2. ____ Completed and signed Vermont
Agency of Education License Renewal Form and required
legal forms. | 8. ____ Reflective narrative on each of
the expiring IPDP goals that
addresses:
____ New learning and its impact upon
professional practice;
____ How changes in professional
practice have impacted student
performance;
____ A link between IPDP goals
and activities and school/district
action plans or improvement
initiatives; and
____ Demonstrates growth in each of
the <i>Five Standards for Vermont
Educators</i> |
| 3. ____ Table of Contents | |
| 4. ____ Copy of current Vermont
Educator License and, if
applicable, copies of any valid
licenses or credentials required
by the endorsement | |
| 5. ____ Expiring IPDP and any
amendments | |
| 6. ____ Evidence of a minimum of 135
hours/nine (9) relicensing
credits for each endorsement
(45 hours/three [3] credits of
which address the specific
knowledge and performance
standards of each endorsement
being renewed) | 9. ____ New approved IPLP for the next
licensure cycle based on the revised relicensure process
for Vermont educators and the <i>Core Teaching and
Leadership Standards</i> |
| | 10. ____ National Board Certificate or
Letter from Vermont National Board Coordinator for
endorsement |

If you are renewing by **Process B**, please note: **Portfolios will not be kept by the licensing office and they will not be returned unless you request it and submit a \$10 fee**. Copies of certificates, etc. are acceptable. **Only transcripts are kept**. Everything else **will be shredded**, if you do not request and pay for it to be returned.

Frequently Asked Questions

How do I move an endorsement from Level I to Level II?

- You must have taught in the endorsement area for three (3) school years, at least one in a Vermont School. The other two (2) years can be under a valid non-conditional license in the endorsement in another state.
- Your current administrator must complete a Transition Form recommending that you move to a Level II. (These forms are available upon request from the Licensing Office)
- You must have completed appropriate professional learning (see Professional Learning Requirements).
- You must write an IPLP.
- Submit the necessary materials through either Process A or Process B as appropriate.

What is the difference between a Level I and Level II license?

A Level I license is granted when you first qualify for an Educator License or when you add an endorsement. Even if you have a Level II license, additional endorsements go on a Level I. Level I licenses are **valid for three (3) years**.

A Level II license is for educators with at least three years of experience in the endorsement(s) on the license. It indicates experience and that the educator should be able to handle greater professional responsibilities. Level II licenses are **valid for seven (7) years**.

If I'm eligible to move to a Level II license, do I have to move?

Yes. Once you have taught in Vermont for three years under a Level I license, you must move to a Level II license unless you are **not recommended** to move by your Principal. In this case, after the second Level I renewal cycle you must move. **If you do not move** to a Level II after the second Level I renewal cycle or if your administrator will not recommend you at that time, **you will lose your endorsement**. An endorsement lost in this way **cannot be reinstated**.

Can I drop some endorsements, but renew others on my license?

Yes. Complete a *Drop Endorsement* form for the endorsement(s) you want to drop. Renew the others in the normal manner. If you renew by Process A, your L/RSB must sign the *Drop Endorsement* form. You can reinstate dropped endorsements at a later date.

How will I know that the Licensing Office has received my forms and fees?

Self-address and stamp the orange postcard. When we receive your materials it will be date stamped and returned to you. Keep this card. It can be used to verify that your materials were received. If we do not receive the card, or if it has not been addressed and stamped, you will not receive any notice that your material was received.

The Licensing Office receives hundreds of renewal applications each spring and summer. **We cannot acknowledge receipt of materials, if you do not send the postcard. Please do not call the licensing office asking if your materials were received.** This slows down the process for everyone.

What happens if the licensing office has questions about my materials?

If the question is about information you provided, we will contact you by mail or email. Be sure to **make sure the Licensing Office has a current email address and check your email regularly.**

When information/materials are requested, you will be given a deadline for providing it. If you do not provide this by the deadline or contact the Licensing Office to discuss the matter, your license will lapse.

If the question refers to an action by the L/RSB, both you and board chair will be contacted.

I disagree with a decision by my L/RSB. Is there an appeal process?

Yes. If you have tried to resolve the issue, but have not been able to, you can appeal their decision. The appeal process is found in Chapter 51 of Title 16 V.S.A. section 1696(f) and can be found at <http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=051&Section=01696>

When will I receive my new license?

Our goal is to either approve your new license or correspond with you/your L/RSB about any problems within six weeks of our receipt of your materials. Renewal applications are processed in the order in which they are received. **Renewals received early in the year can be processed more quickly.**

Once your license is approved you can register in the Online Licensing System for Vermont Educators and print your unofficial license(s). If you would like an official copy of your licenses, you must send a written request with the appropriate fee.

All renewals are issued effective July 1st regardless of when they are received unless they are received after the June 30th deadline.

What happens if I don't submit my renewal by June 30th?

Your license will lapse and you will not be licensed to teach in Vermont. You would have to reinstate your endorsement before working in a Vermont public school.

Any renewal applications postmarked after June 30th will be REJECTED.

Reinstatement can be a lengthy process that requires additional fees and may require a new criminal record check.

Useful Links

The following Vermont Agency of Education websites are resources for the relicensing process:

Educator Licensing

<http://education.vermont.gov/licensing>

Licensing Regulations and Endorsements

<http://education.vermont.gov/licensing/endorsement-areas>

The Relicensing Process for Vermont Educators

http://education.vermont.gov/documents/educators_handbook_06_rev_0306.pdf

A Vision for Teaching, Leading and Learning: Core Teaching and Leadership Standards for Vermont Educators. http://education.vermont.gov/documents/EDU-Licensing_Vision_for_Teaching_Leading_and_Learning.pdf

Local/Regional Standard Boards

Schools Served by the Special Education Local Standards Board

<http://education.vermont.gov/professional-standards/lrsb>

Contact List for L/RSBs

http://education.vermont.gov/documents/EDU-LRSB_Chair_Info.pdf

Professional Learning: Agency of Education

<http://education.vermont.gov/professional-learning>

Activities that Qualify for Professional Learning Credit

http://education.vermont.gov/documents/EDU-Professional_Development_Qualified_Activities.pdf

Individual Professional Learning Plan (IPLP) Instructions, Worksheets, Sample

Administrators: [http://education.vermont.gov/documents/EDU-](http://education.vermont.gov/documents/EDU-Licensing_IPLP_for_Administrators.pdf)

[Licensing_IPLP_for_Administrators.pdf](http://education.vermont.gov/documents/EDU-Licensing_IPLP_for_Administrators.pdf)

Teachers: http://education.vermont.gov/documents/EDU-Licensing_IPLP_for_Teachers.pdf

Renewal Instructions and Additional Forms

<http://education.vermont.gov/new/html/licensing/forms.html>

Vermont Institutes

<http://www.vermontinstitutes.org/>

Common Reasons for Delay

Incorrect contact information

* * *

Incorrect or incomplete information

* * *

No money sent or the incorrect amount

* * *

Application not signed

* * *

Application not signed by L/RSB

* * *

Missing or incomplete forms

* * *

Not completing criminal record check material (when required)

* * *

No documentation of appropriate professional learning (when renewing through the Licensing Office)

* * *

Not submitting an IPLP (when renewing through the Licensing Office)

* * * * *

Common Errors in IPLPs

Goals are unfocused or too general

Goals do not focus on your new learning for the coming seven years

Writing about what you will do rather than what you will learn

You do not have a goal addressing content knowledge for each of your endorsements

Goals are personal rather than professional

Contact Information

Mailing address:

If mailed on or before March 6, 2014 please mail to:

Educator Licensing
Vermont Agency of Education
120 State Street
Montpelier, VT 05620

If mailed after March 7, 2014 please mail to:

Educator Licensing
Vermont Agency of Education
219 North Main Street
Suite 402
Barre, VT 05641

Telephone:

(802) 828-2445

The Agency of Education is moving to its new location in Barre, March 8, 2014.

The Educator Licensing phone number will change when the Agency moves.
A message informing callers of our new phone will be left on the 828-2445 line until
July 1, 2014.

Fax:

(802) 828-5107

The Fax number will be changed when the Agency of Education moves to Barre.
To send a Fax to the Agency of Education after March 7, 2014, please call 828-2445 for the updated Fax
number.

E-mail:

AOE.LicensingInfo@state.vt.us

Websites:

Educator Licensing

<http://education.vermont.gov/new/html/maincert.html>

Vermont Online Licensing System for Educators Website (ALiS)

<http://alis.education.vermont.gov>

ACTIVITIES THAT QUALIFY FOR PROFESSIONAL LEARNING CREDIT*

The following activities meet state professional learning requirements for relicensure or reinstatement of a lapsed license and shall be approved by L/RSBs and the Licensing Office when the activities meet the requirements below and when all required documentation has been submitted. In some cases, there are restrictions on the total number of required credits/hours that may be earned through particular categories of activities. (Other activities may be acceptable upon consultation with the L/RSB and the Licensing Office.)

- 1) In order to be approved, professional learning activities submitted for license/endorsement renewal/reinstatement shall:
 - relate directly to the knowledge and performance standards of the endorsement(s) being renewed/reinstated and/or to the *Core Teaching Standards for Vermont Educators* and/or *Core Leadership Standards for Vermont Educators*; and
 - relate directly to the goals outlined in the educator's approved Individual Professional Learning Plan (IPLP).
- 2) Professional learning credit/hours may be awarded for activities that are paid or unpaid and required by the school/district or self-selected.
- 3) A credit is a unit of measure assigned by a local or regional standards board, or the Licensing Office, to professional learning activities other than academic credit bearing courses that meet standards for relicensure/reinstatement. Fifteen (15) clock hours of professional learning is equivalent to one (1) credit. Credit applies equally toward relicensure/reinstatement requirements.
- 4) The minimum contact time required for relicensure credit to be accrued is one-half (½) hour.
- 5) Preapproval of professional learning activities is suggested but not required.
- 6) Level I renewals require three credits (45 hours) of professional learning in the endorsement area. One of the three credits (15 hours) must align with the knowledge and performance standards of the endorsement.

Level II renewals require nine credits (135 hours) of professional learning in the endorsement area. Three of the nine credits (45hours) must align with the knowledge and performance standards of the endorsement.

- 7) Credits earned by an educator during a licensure cycle may be used if applicable to address professional learning requirements to renew multiple endorsements and also both Level I and Level II licenses.

Name of Category:	Documentation Shall Include:	Limitations :
1. Academic Courses (graduate, undergraduate)	<ul style="list-style-type: none"> Official transcript or grade report 	<ul style="list-style-type: none"> Relicensure credits granted will equal the academic credits indicated on the transcript or grade report No limit on number of required credits that may be earned in this manner
2. Workshops/Seminars/Professional Conferences Sponsored by Credible and Recognizable Organizations (e.g., Vermont-NEA, ASCD, school districts, VASS, NSTA, DOE etc.)	<ul style="list-style-type: none"> Verification of participation, program content and contact hours. 	<ul style="list-style-type: none"> No limit on number of required hours that may be earned in this manner
3. Designing, Developing and Teaching Courses or Workshops	<ul style="list-style-type: none"> Course or workshop syllabus Verification by institution or organization that course/workshop was held 	<ul style="list-style-type: none"> Limited to initial offering or complete redesign of course/workshop Limited to 45 hours per endorsement
4. Applied Experience in Content Area of Endorsement Through Employment in a Related Non-Educational Setting or Internship, or Through Related Educational Travel or Volunteer Service	<ul style="list-style-type: none"> Description of job/position, educational travel, or volunteer service Employer or sponsor verification of experience or service, including number of hours or weeks of participation Documentation of the travel (may include journal, tickets, museum stubs, itinerary, etc.) 	<ul style="list-style-type: none"> Limited to 45 hours per endorsement

*This information is based upon VSBPE Policy H2.

Vermont Agency of Education
Vermont Standards Board for Professional Educators

Name of Category:	Documentation Shall Include:	Limitations :
5. Local School/District Activities or Action Research/Reform Projects	<ul style="list-style-type: none"> Brief description of goals and outcome of activity/project Verification by project/activity convener of <ul style="list-style-type: none"> participant's role number of contact hours 	<ul style="list-style-type: none"> Limited to 45 hours per endorsement
6. State/National Education Activities or Reform Projects/Committees	<ul style="list-style-type: none"> Brief description of goals and outcome of activity/project Verification by project/activity convener of <ul style="list-style-type: none"> participant's role number of contact hours 	<ul style="list-style-type: none"> Limited to 45 hours per endorsement
7. Institution of Higher Education Reform Activities – Partnerships with K-12 Schools	<ul style="list-style-type: none"> Brief description of goals and outcome of activity/project Verification by project/activity convener of <ul style="list-style-type: none"> participant's role number of contact hours 	<ul style="list-style-type: none"> Limited to 45 hours per endorsement
8. Educational Research and Publication	<ul style="list-style-type: none"> Verification of research and publication by recognizable and credible organization, or verification of acceptance of the thesis by an academic advisor in the case of degree-related research 	<ul style="list-style-type: none"> Limited to 45 hours per endorsement
9. National Board for Professional Teaching Standards (NBPTS) Certification	<ul style="list-style-type: none"> Letter from the Vermont National Board Certification Coordinator verifying submission of the portfolio, or a copy of the National Board Certificate earned 	<ul style="list-style-type: none"> A NBPTS portfolio may be submitted in lieu of a relicensure portfolio only once for each comparable endorsement unless the educator also completes the certificate renewal process. (Please contact the Agency of Education or L/RSB for an updated list of the comparable endorsements.)
10. Industry credentials (e.g., Emergency Medical Technician) or Commercial Driver's License (CDL) add-ons	<ul style="list-style-type: none"> Official documentation of passage of the examination or receipt of the first CD 	<ul style="list-style-type: none"> Limited to 45 hours per endorsement Limited to first issuance of credential or CDL
11. Peace Corps/AmeriCorps Experience	<ul style="list-style-type: none"> Verification by the organization director (or equivalent) of participant's role and number of months of participation 	<ul style="list-style-type: none"> Limited to 90 hours per endorsement
12. Clinical Continuing Education Required for Other Required Professional Licensure (applies to School Nurses and Associate School Nurses, School Social Workers, and School Psychologists only)	<ul style="list-style-type: none"> Official transcript or grade report if an academic course Verification of participation, program content, and contact hours if a workshop/seminar/professional conference 	<ul style="list-style-type: none"> Limited to 68 hours per endorsement
13. School-Business/Industry or School-Community Partnership Initiatives	<ul style="list-style-type: none"> Brief description of goals and outcome of activity/project Verification by project organizer of <ul style="list-style-type: none"> participant's role number of contact hours 	<ul style="list-style-type: none"> Limited to 45 hours per endorsement
14. Participation in Mentoring Program as a Mentor or a Mentee of Education Professionals.	<ul style="list-style-type: none"> Brief description of outcomes from mentoring program Verification by mentor of participant's role accompanied by number of hours Verification by the school principal of assignment to this role of mentor, number of mentees mentored, and total number of mentor training and contact hours involved 	<ul style="list-style-type: none"> Maximum of 45 hours may be awarded for participation in a Mentoring Program as a Mentor or Mentee.

This revised draft approved by the VSBPE on 1/16/13.